

Submitted: 4/25/2013
Jurisdiction: Anne Arundel County
Agency: Community College
Division/Unit: Document Services/Records Retention

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 724
MSA ID: SE55-2902
Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Business Office/Accounts Receivable Cashier Check out Sheet 4/12/10-4/20/10 53664- 53856	1908	14	4/12/10-4/20/10	1 cu ft.	04/25/2013	Shredding
2	Business Office/Accounts Receivable Cashier Check out Sheet 3/16/10-3/30/10 53208- 53353	1908	14	3/16/10-3/30/10	1 cu ft.	04/25/2013	Shredding
3	Business Office/Accounts Receivable Cashier Check out Sheet 3/29/10-4/03/10 53354- 53461	1908	14	3/29/10-4/03/10	1 cu ft.	04/25/2013	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

4/25/2013

Date